NHS
The Leeds
Teaching Hospitals
NHS Trust

ppm+

eOutcome eForm
Clinician

USER GUIDE

Outpatients

#LeedsDigitalWay
CONNECTS • TRANSFORMS • IMPROVES

Contents page

For further information please contact:
✉ leedsth-tr.ImplementationTeam@nhs.net

Local Guidance Sheets

Prior to looking through the guide you should be familiar with your Local Guidance sheets that should be provided by your CSU.

An example of this can be found below:

PPM+ eOutcome Form: BREAST (SO2)

OP Procedure Codes

Code	Description	Code	Description
B37.1	FNAC	S49.1	Inflation of Tissue Expander
B32.1	Core Biopsy	Z49.1	Seroma Aspiration
S42.4	Removal of Sutures	S56.5	Dressing Change
Breast cyst aspiration			
B33.1	Drainage of lesion of organ		
Punch biopsy breast			
S13.2	Punch biopsy of lesion of skin NEC	Z49.1	Skin of breast
Nipple discharge cytology			
B35.8	Other specified operations on nipple	Y21.8	Cytology of organ - other specified

| Clinic	Waiting List
BHBRE	BHBRE
EPLTBRE	EPLTBRSJ
BKBRE	BKBRE
SNMBRE	SNMBRESJ
SNMRECON	SNMRECSJ
EMBRE	EGMOPFU
NURSEBRE	as above depending on Consultant patient under
DRESSNUR	as above depending on Consultant patient under
MAINBCP	FHBREAST
NIPTAT	NIPTATFU
BRENURSE	FHBREAST
BREPAIN	BRPAINFU

Leeds Breast Unit

o Please complete outcome form after each patient

o Please remember to request any tests on ICE as necessary

If you have any questions regarding your Local Guidance sheets, please speak with your direct line manager

For further information please contact:
✉ leedsth-tr.ImplementationTeam@nhs.net

Launching the eForm

1 Once logged in to PPM+ , select **Clinic** from the dropdown, then type in the clinic name and search for the clinic

Clinic ▾	A	🔍

Advanced Search ▾
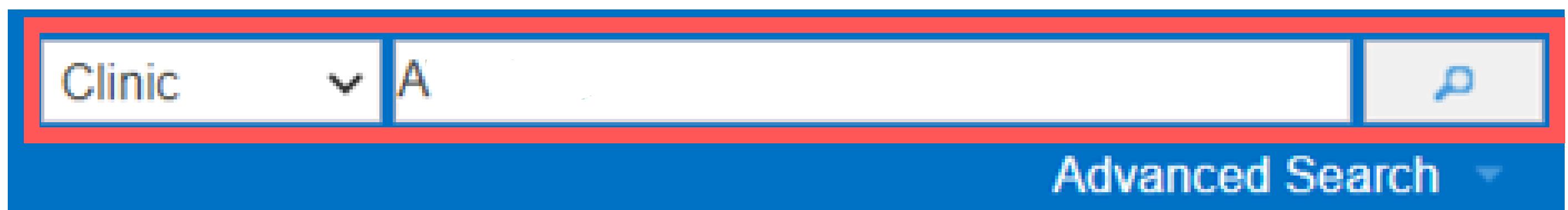
2 Patients that are expected to attend the clinic will be displayed in the table. You may see patients that have recently cancelled, select the filter so these cancellations appear at the bottom. From here select the drop down arrow in the "**Action**" column of your patient.

Action	Patient	DOB
▾	TESTCLINOUT Majortwo	16-Apr-2004

3 From the drop down select "**Add Clinic Outcome**".

Action	Patient	DOB	NHS Numbe
▾	TESTCLINOUT Majortwo	16-Apr-2004	

Single Patient View
Dictation (EPRO)
Ward View
Free Text Annotation
Add Clinical Document
Manage Custom List
Add Clinic Outcome

For further information please contact:
✉ leedsth-tr.ImplementationTeam@nhs.net

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Using the Clinic Outcome eForm

1 If the patient has received an Outpatient Procedure select **Yes** in the Appointments section under "**Have any procedures been undertaken today?**". If they require any tests select **Yes** under "**Are any tests / minor ops required?**"

2 If you selected **Yes** under "**Have any procedures been undertaken today?**" it will open the **Procedure Details** section as you scroll down.

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✉ leedsth-tr.ImplementationTeam@nhs.net

3 Enter the 4 character code required. This must be 4 characters due to Trust financial impacts.

The most frequently used OP Waiting List Code will appear after clicking on the down arrow

Main Procedure *

B12.2 Biopsy of lesion of thyroid gland

Please ensure you select a four-digit code which includes a decimal point (e.g. A12.3) or this will be void

4 If you selected **Yes** under "**Are any tests / minor ops required?**" you can enter details in the **Tests** section. You **MUST** also enter this on **ICE** to request the test.

Tests

Please be aware that tests will need to be booked separately

Test details (e.g. CT, MRI, Minor Op)

5 You then scroll down to **Outcome** section where you can select the appropriate outcome for the patient from the drop down list.

It is important that the correct option is selected for this patient as this will contribute to the next steps in the patients pathway

Test NOT required - provided with treatment of their condition today (TA/NO)

Test IS required - provided with treatment of their condition today (TA/NO)

Not for treatment or diagnostic test - follow up again in a specific timeframe CLINICIAN decision (AC/NO)

Not for treatment or diagnostic test - follow up again in a specific timeframe PATIENT decision (AP/NO)

No treatment today - needs diagnostic test before next steps (GT/FT/NO)

Attended diagnostic test - needs another OUTpatient appointment (ZO/NO)

Attended diagnostic test - proceed to INpatient waiting list (ZD/WD)

DNA - did not attend appointment today (DA/DP/NO)

Select...

6 You'll need to select an appropriate option from the **Next Steps** section.

Next steps *

| Discharge	PIFU	Appointment to be booked	Appointment already booked

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**7** If the patient did not attend and requires discharge, select **Discharge** from the **Next Steps** option and select **Submit.**
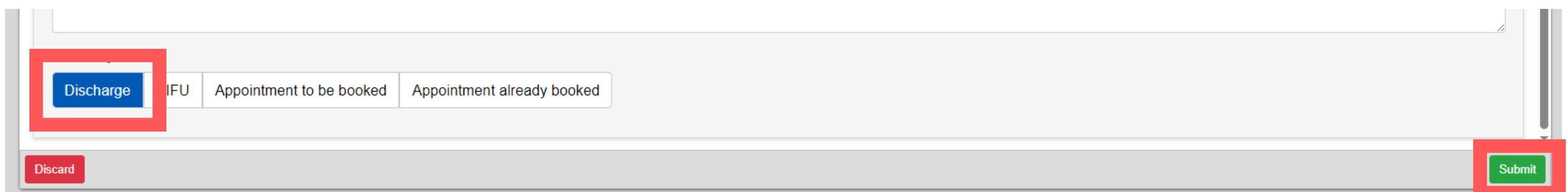

8 If the patient is due to be placed on a PIFU waiting list, select **PIFU.**
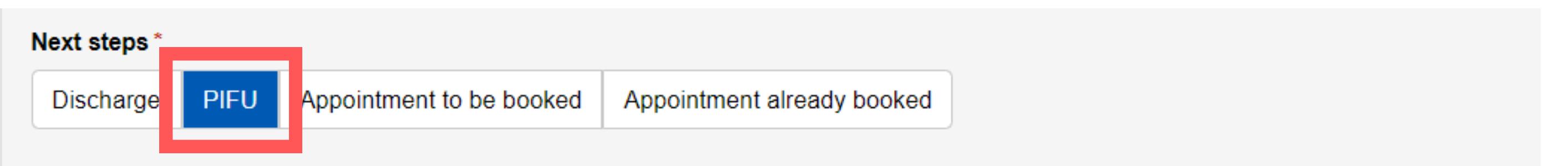
9 This will open the **Patient-Initiated Follow-Up (PIFU)** section, fill out the section accordingly and select **Submit**.
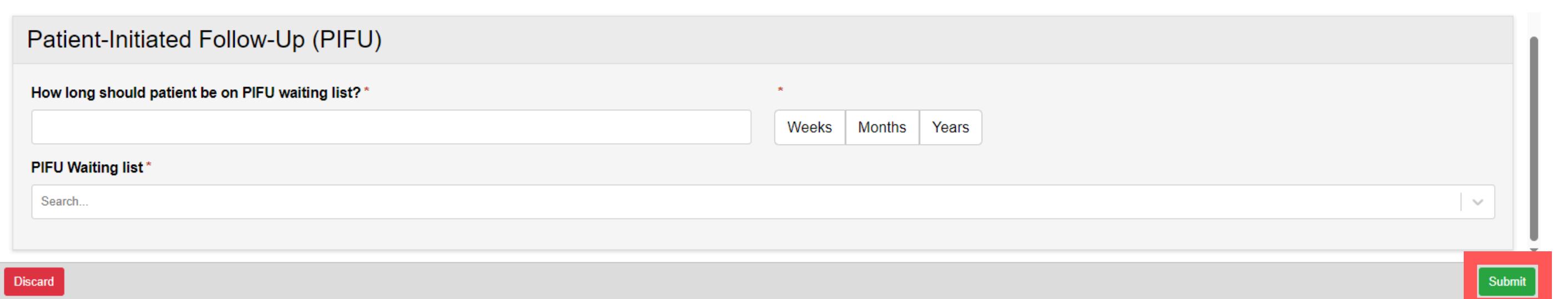
10 If an appointment needs to be booked for the patient, select **Appointment to be booked**.
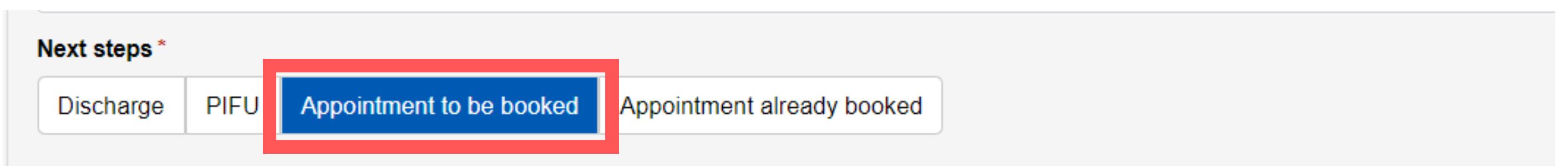
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11 This will open the **Next Appointment** section, if you don't know the specific date for the appointment select **No** and then and select **Days/Weeks/Months/Years** and type the corresponding number for when the patient clinically needs to be seen again.
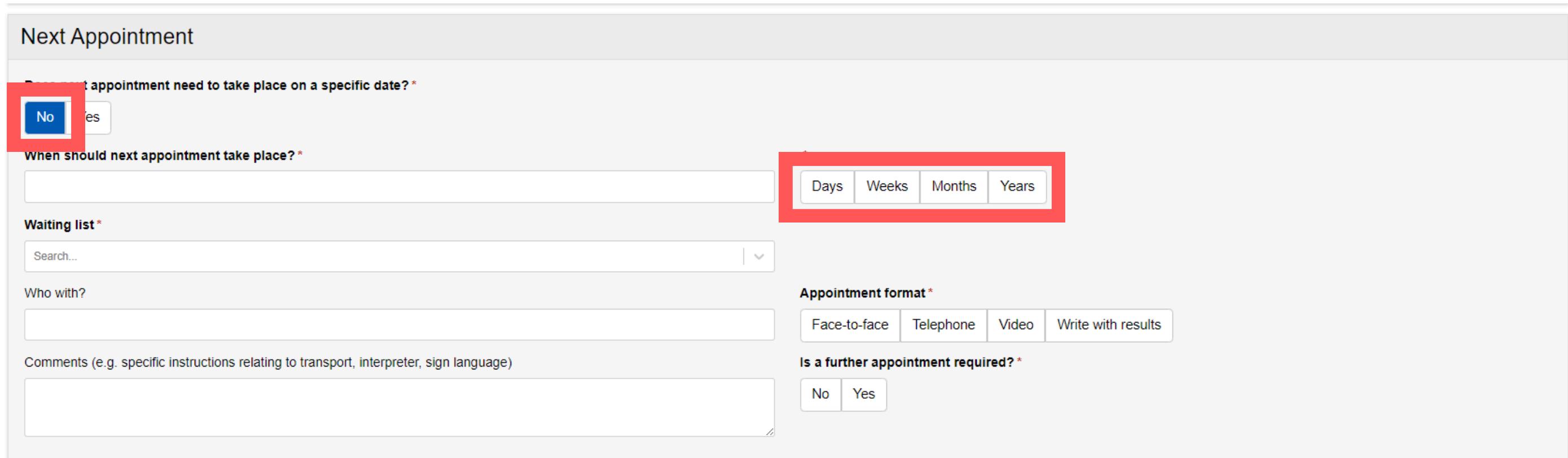
12 If you know the date the patient needs to return to clinic, click **Yes** and click on the calendar icon in the **Specific date** box to choose a date.
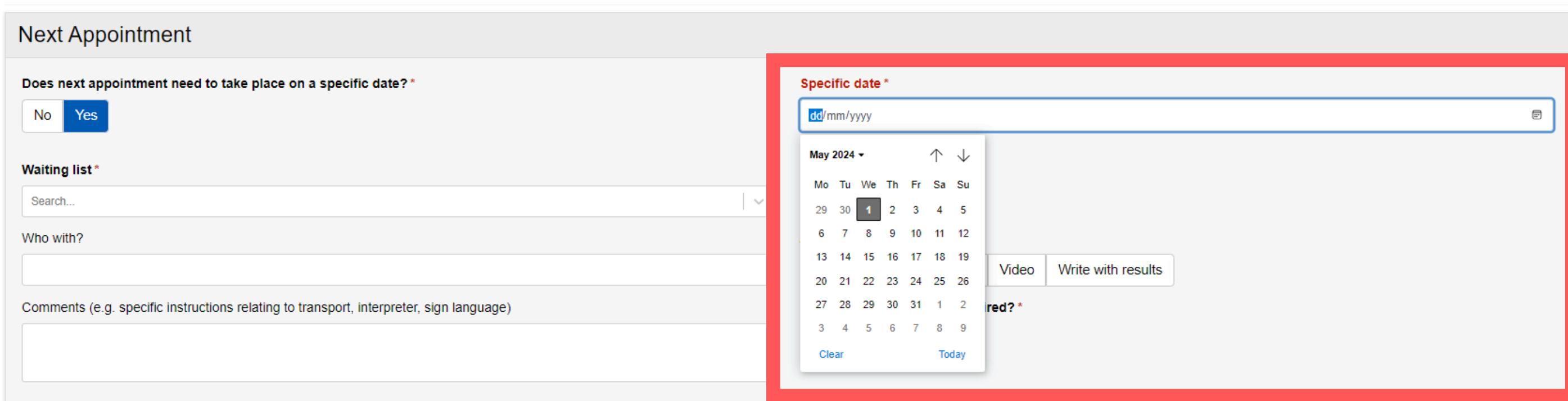
13 If the patient needs to be placed on an OP waiting list, type in the waiting list code or consultant surname, and select the code.

*The most frequently used OP Waiting List Code will appear after clicking on the down arrow*
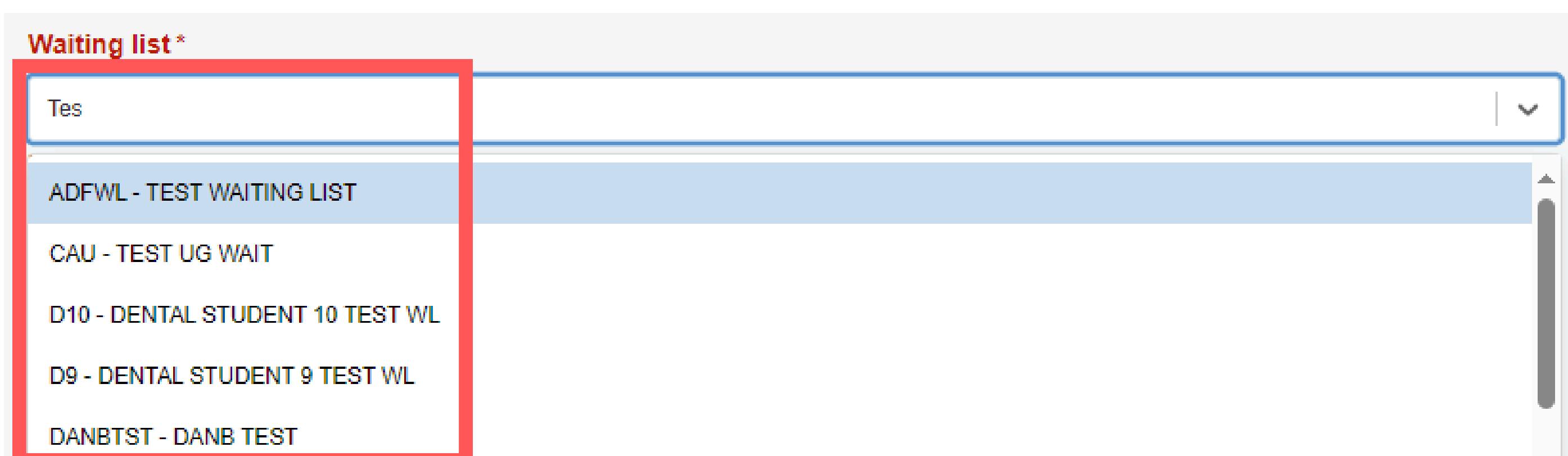
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14 If the patient has informed you that they already have an appointment booked into your clinic, please select **Appointment already booked**.
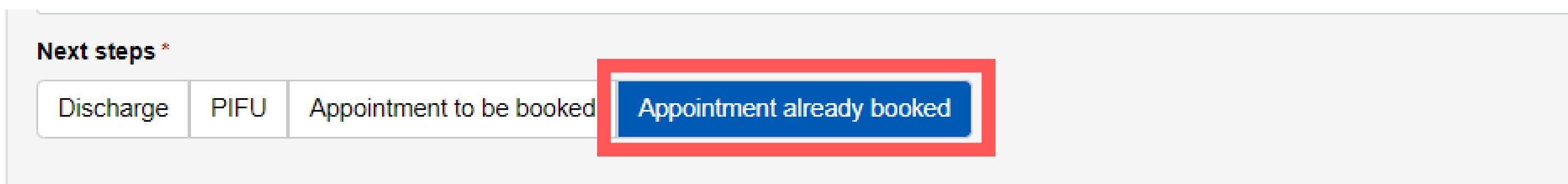
Next steps *

| Discharge | PIFU | Appointment to be booked | **Appointment already booked** |

15 Upon completion of the eForm, select **Submit** in the bottom right hand corner to save this information and submit the eForm.

Submit

16 You also have the option to **Discard** the eForm, this will delete anything you have done via the button in the bottom left hand corner.

Discard

17 Upon submission you will be presented with a view of the information you have submitted.
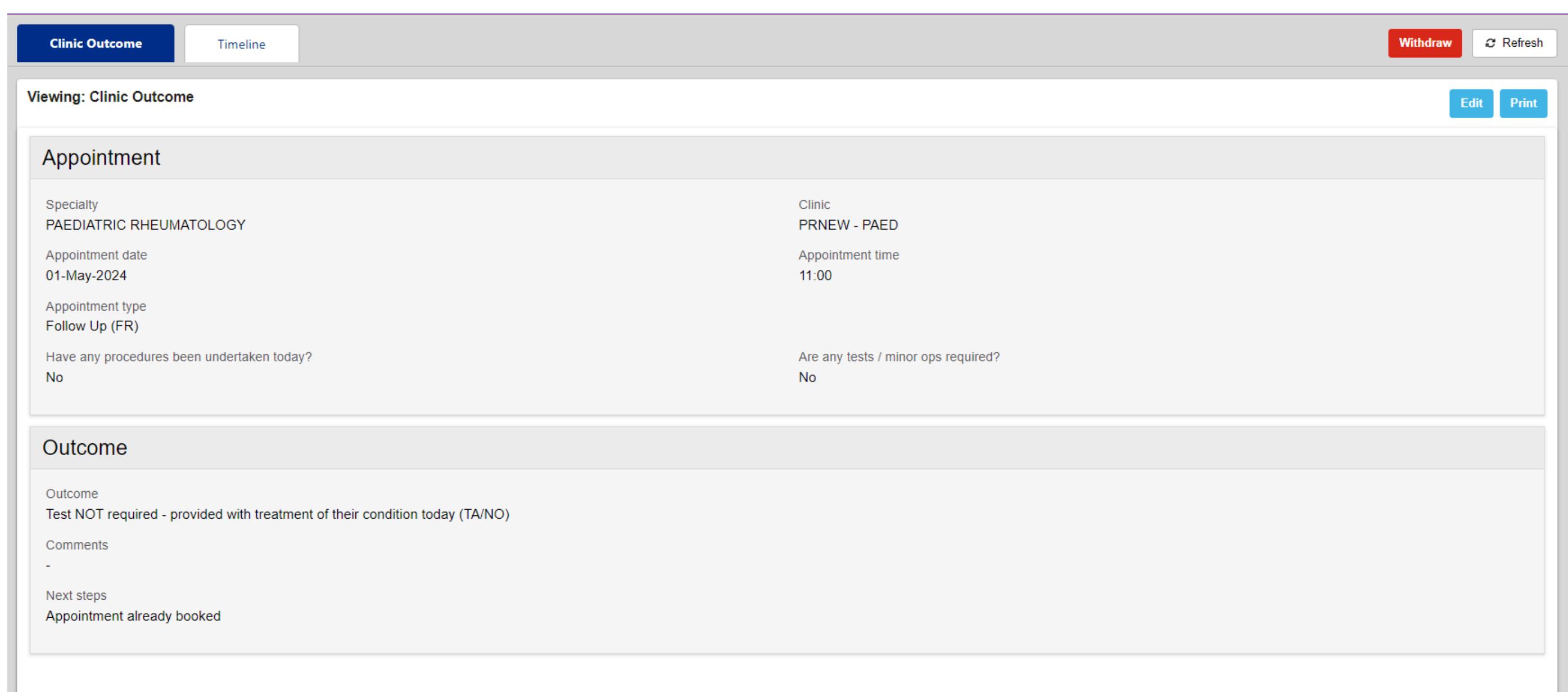
| Clinic Outcome | Timeline | | Withdraw | Refresh |

Viewing: Clinic Outcome   Edit Print

Appointment

Specialty
PAEDIATRIC RHEUMATOLOGY

Clinic
PRNEW - PAED

Appointment date
01-May-2024

Appointment time
11:00

Appointment type
Follow Up (FR)

Have any procedures been undertaken today?
No

Are any tests / minor ops required?
No

Outcome

Outcome
Test NOT required - provided with treatment of their condition today (TA/NO)

Comments
-

Next steps
Appointment already booked

18 You can **Edit**, **Withdraw** and **Print** the eOutcome all from this page by selecting the appropriate button from the top right hand corner. If you wish to **Edit** the form, please inform your CSU of this change to allow them to amend the PAS system.

Withdrawing the form DOES DELETE it

19 You can also view a history of outcomes completed via the **Timeline** button at the top left of the page.
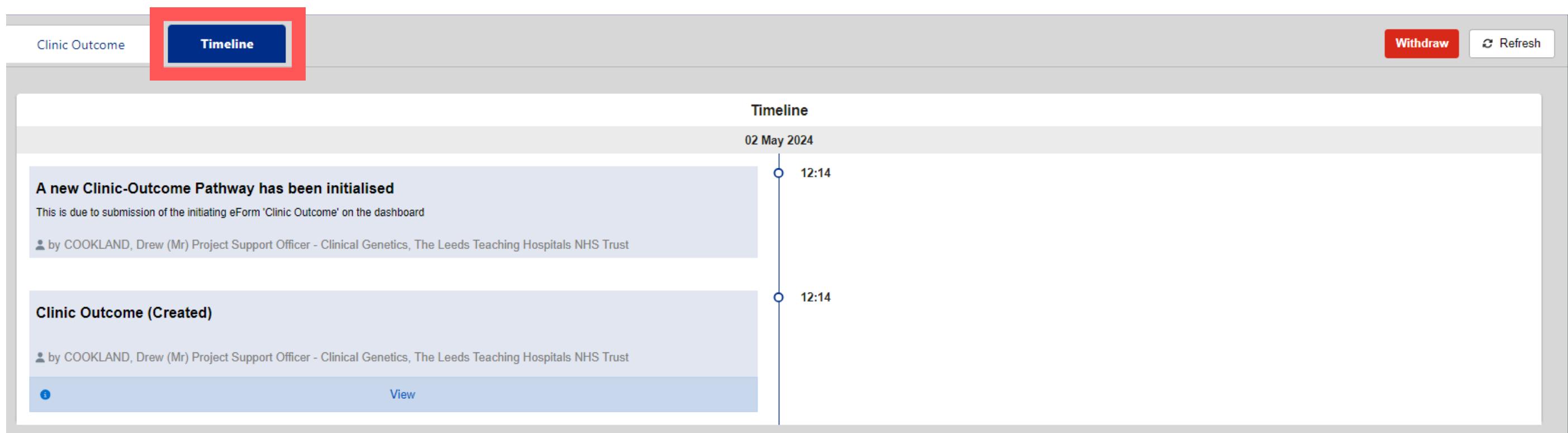
20 The form will then be accessible in the patient **Summary** in a patients **Single Patient View**.
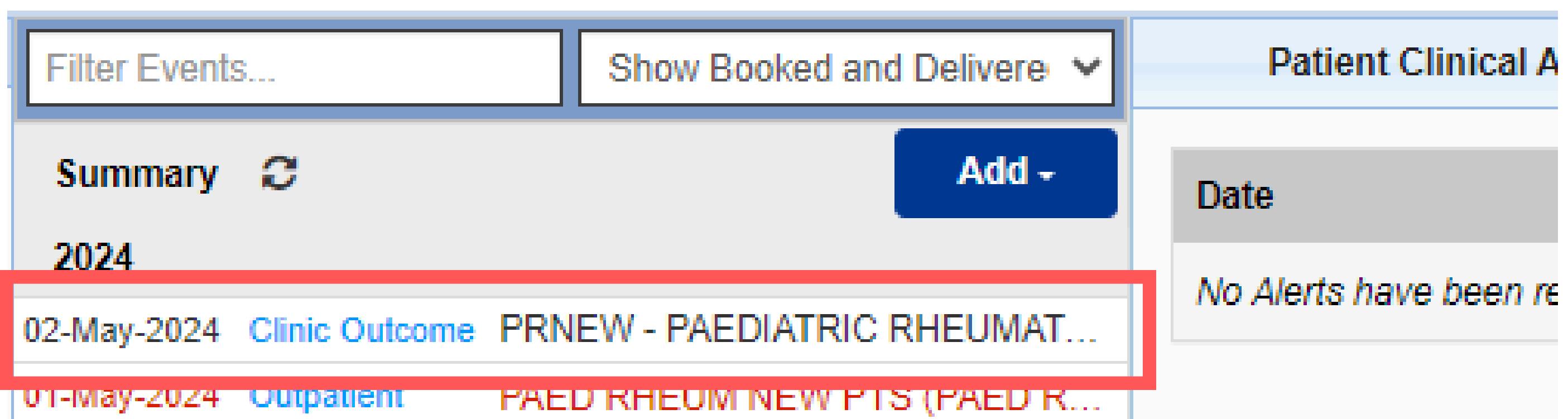

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Problems & Diagnoses

Any previous **Diagnoses** will appear in the **Problems and Diagnoses widget** in the **eOutcomes Dashboard**.

1 Please see the **Diagnosis user guide** to understand how to **add**, **edit** and **withdraw** a **Diagnosis** for a **Patient** via the **Problems & Diagnoses** widget by **Clicking Here**.
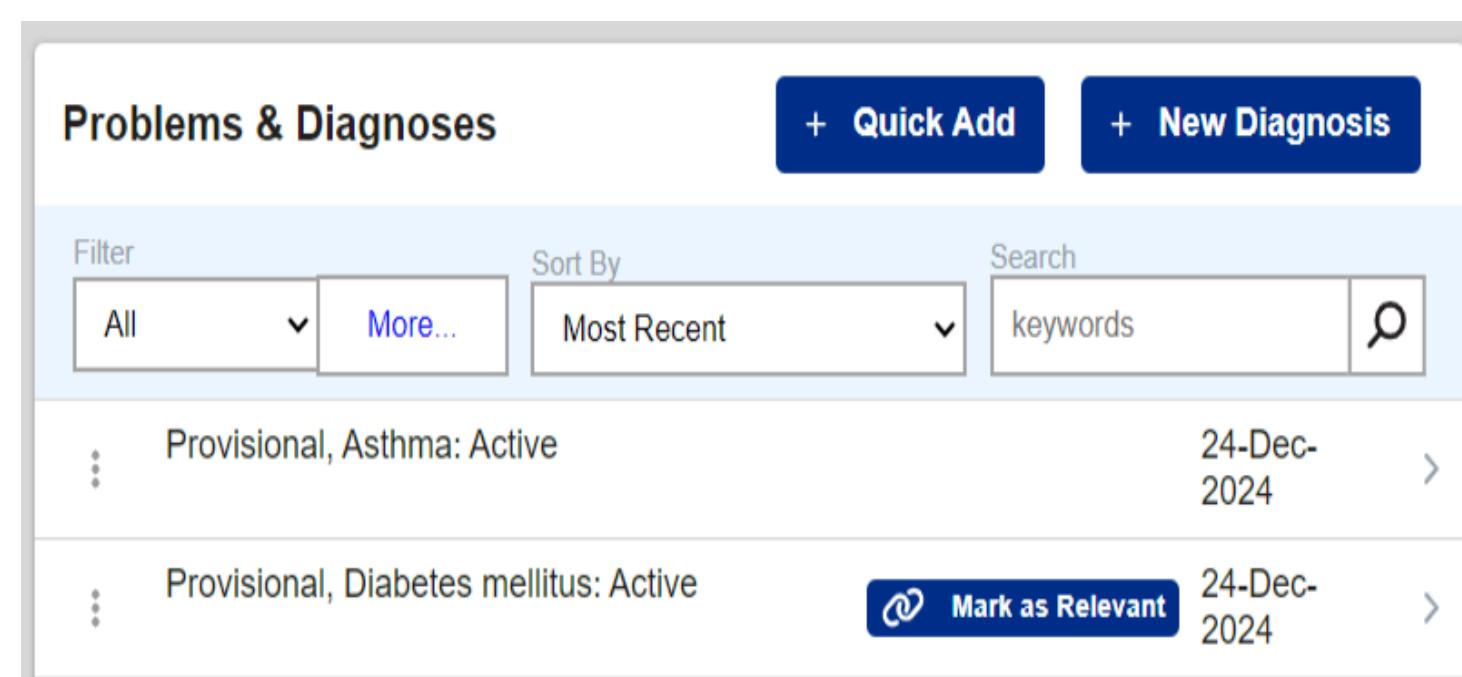
2 Within the **Problems & Diagnoses widget**, the system may **recommend Diagnoses/Conditions**, that have been recorded for the **Patient**, that may be **relevant to the Patient's current episode of care** and should be **considered** to be **marked as relevant**.

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✉ leedsth-tr.ImplementationTeam@nhs.net

3 Click on **Apply Filter**, to only see these **recommended Diagnoses/Conditions** only, in the **Problems & Diagnosis widget**.
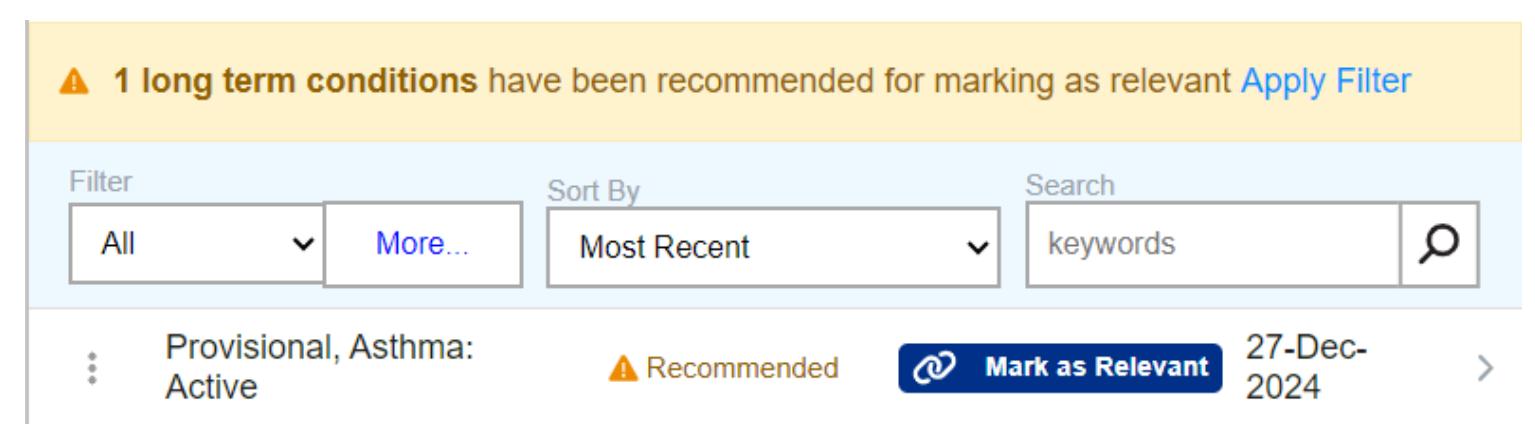
⚠ **1 long term conditions** have been recommended for marking as relevant **Apply Filter**

4 Click on **Remove Filter**, to return to see all **Diagnoses/Conditions** in the **Problems & Diagnosis widget**.

⚠ **1 long term conditions** have been recommended for marking as relevant **Remove Filter**

5 You can mark any **Diagnosis/Condition** as **relevant** to **current episode of care.** Click on the **Mark as Relevant button** for a **Diagnosis/Condition** to do this.

🔗 **Mark as Relevant**

In doing so, the **Diagnosis/Condition** will appear in the **Problems & Diagnoses widget** in the **dashboard** and will also appear in the **Diagnoses Relevant to current episode of care widget in the eOutcomes Dashboard.**

Any other Dashboards with the Problems & Diagnoses widget and the Diagnosis Relevant to Episode of Care widget will also change to reflect any updates.

For further information please contact:
✉ **leedsth-tr.ImplementationTeam@nhs.net**

Diagnoses Relevant to Current Episode of Care

1 If any **Diagnoses/Conditions** have been **marked as relevant for the current episode of care**, it will appear in this **widget**. This includes **Diagnoses/Conditions** marked as relevant on previous admissions.
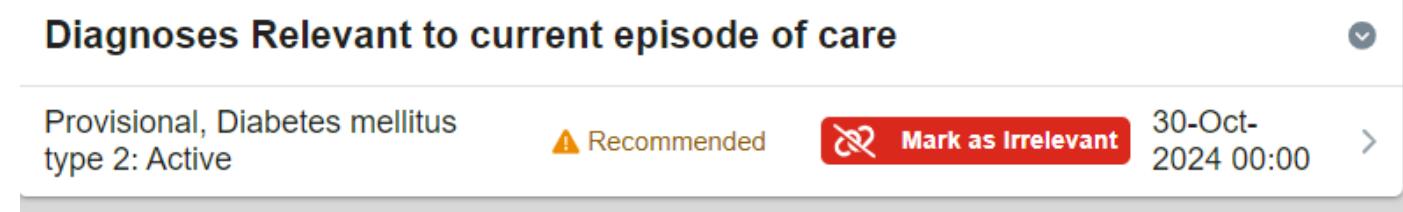
2 You can **Mark a Diagnosis/Condition as Irrelevant** for **the current episode of care** by clicking the **Mark as Irrelevant button** for a **Diagnosis/Condition** to remove it from the widget.

Any other Dashboards with the Problems & Diagnoses widget and the Diagnosis Relevant to Episode of Care widget will also change to reflect any updates.

For further information please contact:
✉ **leedsth-tr.ImplementationTeam@nhs.net**

Useful contacts

Please contact the **Implementation Team** for Digital Support & Training on PPM+ functionalities.

✉ leedsth-tr.ImplementationTeam@nhs.net

IT Service Desk

Please contact the **IT Service Desk** to:
- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

📞 x26655

🌐 https://lth-dwp.onbmc.com

Please contact the **IT Training Department** at **ITTraining.LTHT@nhs.net** if you require **further training on PPM+** or any other Clinical System.

🌐 **PPM+ Help Site: https://www.ppmsupport.leedsth.nhs.uk/**

For further information please contact:
✉ **leedsth-tr.ImplementationTeam@nhs.net**